

---

**From:** Khan, Annie (DPH)  
**Sent:** Tuesday, July 19, 2011 2:10 PM  
**To:** O'Brien, Elisabeth (DPH)  
**Subject:** Sample submission

Hi,

Process of sample submission: (please edit):

I am looking from a reviewer's perspective of where errors can occur and where in the process we can catch these errors.

- Police Dept fills out a manila envelop (town, def. name, if known)
- Submitting Police officer fills out the Drug Receipt. (town, submitting officer, def. name , if known, & description of the sample/s)
- E.O. will fill out the "Log Book" (date, submitting officer, town, & range of Lab # used) – (is there a specific name for the Log Book??)
- Submitting police officer will give the E.O. the manila envelop, the samples and drug receipt
- E.O. will verify that the samples are sealed and initialed
- E.O. will fill out the manila envelop with date & category of suspected sample.
- E.O. will obtain & document an evidence gross weight
- Assign a Lab #/s
- Sign and date the Drug Receipt
- Affix the corresponding bar code label to the manila envelop
- Place sample/s into the appropriate envelop
- Control card is generated which contains the pertinent info from the Drug Receipt
- Control card is placed into its corresponding envelop
- The envelop is placed into the evidence office safe until samples are assigned